

State Of Delaware  
Technology Investment Council Meeting Minutes  
6 January 2003

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Technology Investment Council Attendees			
Name	Organization	Attendance	Represented By
Tom Jarrett	DTI	Present	
Russ Larson	Controller General	Present	
Valerie Woodruff	Dept. of Education	Present	
E. Norman Veasey	Chief Justice	Represented	Dennis Jones
Jack Markell	State Treasurer	Absent	
Ron Coupe	Bank One	Present	
Justin Kershaw	WL Gore	Present	
Susan Foster	University of Delaware	Present	
Kris Younger	82 North, LLC	Present	

Note: Also attending were all of the members of DTI Senior Team and DTI Team Leaders. Ann Visalli from Jack Markell's office was also present.

**Call to Order:**

Secretary Jarrett called the meeting to order at 1:31 pm

**Introductions and Welcome:**

Introductions were made; attendance was noted as shown in the above table. Members of the DTI Senior Team and their Team Leaders were present.

### **DTI Update:**

Secretary Jarrett updated the council with the progress of staffing the DTI organization. Individual interviews with current the OIS employees have completed and tentative offers have been made to have most OIS employees join DTI.

### **Questions and Comments:**

- Ø **Russ Larson** - How many employees would be staying in the merit system?  
**Secretary Jarrett** – We currently have 34 employees would be staying either by choice, retirement or due to consolidation of jobs were they won't be a good fit.
- Ø **Russ Larson** also indicated that questions regarding these 34 employees could arise during DTI's JFC hearing.

### **Old Business:**

With the review of the meeting minutes from November, Secretary Jarrett asked for a motion to approve the minutes as written. Russ Larson made a motion and Secretary Woodruff seconded the motion. With no opposition, the motion was carried.

### **New Business:**

#### **1. Mark Headd briefed the Council on the current IT Security initiatives being deployed by DTI.**

- Ø Colleen Gause provided details on network security activities.
- Ø Russ Holloway provided details on our data center security initiatives.

### **Questions/Comments:**

- Ø **Kris Younger** – Have any of they viruses caused problems with the network?  
**Colleen Gause** - Everything has been contained where no problems have occurred.
- Ø **Russ Larson** - Does the receiver of e-mail with a virus know that there is a virus attached?  
**Colleen Gause** - YES!
- Ø **Kris Younger** - Does DTI have staff that is responsible for incident management?  
**Russ Holloway** - YES, we have folks in Colleen's shop as well as Secretary Jarrett.
- Ø **Ron Coupe** - Will DTI would be enforcing and auditing emergency plans?

- Russ Holloway** - Talks have been in the works, however, DTI isn't there as of now.
- Ø **Ann Visalli** – What are the details surrounding the wireless policy?  
**Secretary Jarrett** - There is a policy out and that it is very involved.
  - Ø **Ann Visalli** – How can DTI steer the state around wireless use?  
**Secretary Jarrett** - All agencies need to work with DTI!
  - Ø **Russ Larson** - How we are communicating with agencies in order for them to work with DTI?  
**Secretary Jarrett** - Simple, we will be sending out an wireless implementation guide as well as reaching out to the agencies one on one.
  - Ø **Kris Younger** - Stated that user and agency education is a great tool.
  - Ø **Valerie Woodruff** - What is the proactive approach for this? Simple, education and great communication with the IRM's.
  - Ø **Justin Kershaw** – Do this plan have an internal security process?  
**Mark Headd** - Yes
  - Ø **Justin Kershaw** – Again, this presentation is great, however, a lot more can be done with more funding. WL Gore will be spending a great deal of new money on IT security.

## 2. **Secretary Jarrett briefed the committee members on DTI's Acceptable Use Policy.**

### **Questions and Comments:**

- Ø **Justin Kershaw** - What is an AUP?  
**Mark Headd** - Explained that this stands for the Acceptable Use Policy, which guides users behavior in the use of the State's communications and computer systems.
- Ø **Justin Kershaw** – This presentation is great, however, is the need to provide security require more money? Yes
- Ø **Kris Younger** – You are doing the best kind of security now.
- Ø **Russ Larson** – How easy is it to hack?  
**Secretary Jarrett** – Passwords need to be changed every 90-120 days in order for people not to hack in the system!
- Ø **Justin Kershaw** – Are we dealing with passwords issues now?  
**Colleen Gause** – Yes, along with changing every 90-120 days, we need to educate agencies as well.
- Ø **Susan Foster** – This is a procedure that both students and staff go through at the University of Delaware.
- Ø **Ann Visalli** – Can we monitor everyone for inappropriate use?  
**Secretary Jarrett** – No, we can't actively monitor everyone at this time, only when requested.
- Ø **Dennis Jones** – Can reports be run to determine inappropriate use?  
**Secretary Jarrett** – No
- Ø **Dennis Jones** - Has this policy be distributed to the IRM's?  
**Secretary Jarrett** – No

- Ø **Secretary Jarrett** - Would like to get an endorsement from the committee on the Acceptable Use Policy.
- Ø **Ron Coupe** – If the employee refuses to sign, does the state still hire them?  
**Secretary Jarrett** – Working with the SPO (State Personnel Office) on that.
- Ø **Ron Coupe** – We add this acceptable use sign off page to the employee's performance review every year at Bank One.
- Ø **Valerie Woodruff** – Education employees are also exempt and we require them to sign off on something similar to our AUP.
- Ø **Dennis Jones** – Does this policy apply to education and judiciary?  
**Secretary Jarrett** – Yes.
- Ø **Dennis Jones** – This will require some working changes to better clarify the policy.
- Ø **Secretary Jarrett** – Thanks for the suggested changes, I will have them incorporated.
- Ø **Russ Larson** – Webcasting for JFC hearings are not going to be prohibited?  
**Secretary Jarrett** – No, this meets the criteria of having a business need.

Dennis Jones motioned that the Technology Investment Council endorse the acceptable use policy with noted changes. Ron Coupe seconded his motion. With no opposition, the motion was carried with a strong encouragement from the Council.

#### **ACTION ITEMS:**

1. Assign each member of the TIC to a DTI Team Leader – **Secretary Jarrett**

Dawn Hill scheduled the next meeting for 21 February 2002, 9:00 am to be held in the Senate Hearing Room of Legislative Hall. Jennifer Davis, Budget director will be a guest and will provide an update and overview from the Budget Office perspective.

#### **Adjournment:**

With no further business to be conducted, Secretary Jarrett adjourned the meeting at 3:34pm.

:dlh